

Office Mailing Address:
Historic Preservation Office
200 East Main Street
Lexington, KY 40507

Office Location:
Historic Preservation Office
101 East Vine Street, Rm. 220
Lexington, KY 40507
Phone: 859-258-3265
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CERTIFICATE OF APPROPRIATENESS APPLICATION FORM

APPLICATION

Property Address:	Historic District:
Applicant: _____	Owner: _____
Mailing Address: _____	Mailing Address: _____
Phone: _____	Phone: _____
Proposed Work: _____	

Owner's Signature: _____ **Date:** _____

Applicant's Signature: _____ **Date:** _____

Please refer to the checklist of materials required with your application.

REFERRAL

HISTORIC PRESERVATION OFFICE USE ONLY

Case Number: _____	Date Received: _____
<input type="checkbox"/> Referral to Board	BOAR Meeting Date: _____
<input type="checkbox"/> Staff Review	Staff Review Date: _____
Comments: _____	

STAFF RECOMMENDATION

Date COA issued: _____

☐ **Approve** ☐ **Approve with Conditions** ☐ **Disapprove**

Comments: _____

DECISION BY:

☐ **Board of Architectural Review - Date:** _____

☐ **Historic Preservation Office Staff - Date:** _____

FINAL ACTION

☐ **Approve** ☐ **Approve with Conditions** ☐ **Disapprove**

Historic Preservation Office Staff _____ **Date** _____

ACTION

Checklist for Certificate of Appropriateness Form

Your application may require certain drawings. Each application is different and, therefore, may have different drawing requirements. These drawings will help the Board of Architectural Review understand your proposal. A Staff member in the Historic Preservation office will meet with you to determine which items in the checklist below should be submitted for Board review.

Once the Staff has determined what should be submitted, the application should be returned to the Historic Preservation Office along with those items by the application deadline. Additional materials may be requested at any point during the process to insure the Board has adequate information for review. If materials requested fail to be submitted by the deadline, the application will be excluded from the agenda and will not be placed on the agenda until all requests are satisfied.

The Historic Preservation Staff will check items listed below:

New Construction

- All elevations
- Floor plans
- Site Plans
- Cornice & gutter construction
- Detailed drawings for items such as porch railings, window trim, dormers & doors.
- Drawings showing new structure in relation to adjacent structures.

Room Additions

- All elevations
- Site plans
- Floor plans
- Detailed drawings
- Drawings showing the new addition in relation to the existing building.

Rehabilitation

- Elevations of any facade when new elements are applied.
- Detail drawings of any new elements.
- Photos of rehabilitation area (black & white preferred).

Site Changes

- Site plan showing any changes (fences, pools, landscaping, etc.)
- Dimension and details of any fence or any other such site element.

Sample Drawings

- Shown on following page.